

Checklist for your successful participation in the BIOFACH/VIVANESS 2021 eSPECIAL

Did you think of everything?

You can also find all the information here: <https://www.biofach.de/en/exhibitors/exhibitor-profile>

- ☑ Comparison of the necessary **technical requirements** with the internal IT specifications: [Overview technical requirements](#) --> Please be sure to pass on this information directly to your IT department as well!

- ☑ **IMPORTANT:** Please test the Jitsi communication tool in advance: <https://08.meet.talque.com>
Tip: Start a test call with your colleagues - the tool is the basis for all 1:1 video calls or direct video calls on the platform. If your company's firewall hinders the use of the tool, you can have Jitsi unlocked by your IT!

Please note: in Jitsi NO virtual backgrounds can be set. Jitsi is the communication tool for all Direct Videocalls and 1:1 or group calls, NOT for RoundTables.

--> Further important information can be found in the PDF "technical requirements".

- ☑ Fill your exhibitor profile with texts, contact details, pictures, videos and products (For more information about product tags, please have a look at the PDF "Exhibitor profiles"). To fill your company profile you have received an email (see below).

--> Further important information can be found in the PDF "exhibitor profile".

- ☑ Invite your customers to the trade show with your contingent of **e-codes**! The e-codes are provided in the TicketCenter in order to send them out soon!

- ☑ TicketCenter: Personalize the **exhibitor passes** for your colleagues (=personal profiles of all employees of your company) --> all persons with an exhibitor badge will then receive an invitation for the eSPECIAL platform and your colleagues can create their respective profile and directly go through the matchmaking.

--> Further important information can be found in the PDF „Personal profiles“

- ☑ **Personal profiles:** IMPORTANT! These can only be created when the respective employees are registered in the TicketCenter with an exhibitor pass! All registered employees will promptly receive an e-mail for the so-called "onboarding" on the platform: Then simply follow the steps in the process and enter all the information – please take some time (15-20 minutes) for the process as it will create your profile AND calculate the matchmaking for your 50 best matches on the platform.

--> Further important information can be found in the PDF „Personal profiles“

- ☑ **What emails should you have received from us?** *Note: Please check your SPAM folder as well!*

- Access to the OnlineExhibitorShop / TicketCenter / Co-exhibitor registration

Sender: eventteam@biofach.de or eventtam@vivaness.de

Subject: BIOFACH 2021: Welcome to BIOFACH 2021 eSPECIAL / VIVANESS 2021: Welcome to VIVANESS 2021 eSPECIAL

→ Personalize your exhibitor badges (= access personal profiles) and send e-codes to your customers to invite them to your profile (depending on the package you have, a certain contingent of e-codes are free of charge! The billing will be done afterwards and you will be charged after the actual redemption of the code).

- Creation of company profiles with editing link to the platform:

sender: schedule@talque.com

Subject: BIOFACH VIVANESS 2021 eSPECIAL – Your exhibitor profile

The button "Edit" will take you to the filling mask for your profile. Keep this email safe, you can always use it to change content and very important: press SAVE in the end :)

--> Further important information can be found in the PDF „exhibitor profile“

- Creation of personal profiles with editing link to the platform

sender: schedule@talque.com

Subject: Register now for BIOFACH & VIVANESS 2021

Clicking the "Start now" button will take you to matchmaking.

--> Further important information can be found in the PDF „Personal profile“

- Are you an **Exclusive Partner** or have you booked a **Premium Package**? Then the **roundtable** or **exhibitor presentation** function is available for you.

--> Further important information can be found in the PDF „**Roundtables / exhibitor presentation**“

- Have you already found yourself on <https://www.biofach.de/en/exhibitor-list?>

Selected information from your profile is automatically uploaded into our exhibitor list, so you enjoy a fantastic visibility outside the eSPECIAL platform!